



Themes of the CTC Job Search Program

THEMES	TOPICS	TOOLS	OUTCOMES
1. Transitioning to a new way of life, role, position and/or work environment	<ul style="list-style-type: none"> • Managing the transition • Managing change • Managing stress • Getting started on the process 	<ul style="list-style-type: none"> • LifeScapes®: 20 Year Journey • William Bridges' model of transitions • Individual consultations • Myers-Briggs Type Indicator®(MBTI) 	<ul style="list-style-type: none"> • Acknowledge the impact of change; and that this change is unlike any other you have experienced • Gain skills to become more effective as a person in transition
2. Appreciating your uniqueness	<ul style="list-style-type: none"> • Assessing yourself and your situation • Reflecting on your life and career to date • Considering your future focus and lifestyle 	<ul style="list-style-type: none"> • Skills assessment/PAR statements • LifeScapes®: 20 Year Journey and Purpose & Vision • Individual consultations • MBTI® 	<ul style="list-style-type: none"> • Gain clarity about who you are and what you are seeking • Acknowledge your hopes, dreams, and passions • Identify your strengths • Broaden your thinking about your next step
3. Networking to create the lifestyle and to secure the position you really want	<ul style="list-style-type: none"> • Researching possibilities for your next step— job, roles, lifestyle • Considering your options • Marketing yourself in the job search • Making your debut in the next chapter of your life 	<ul style="list-style-type: none"> • Research strategies • Information interviews • Talking about yourself • 30 second summary • Networking practice • Job Fair • Professional attire • Options sessions 	<ul style="list-style-type: none"> • Understand the use, importance and fun of networking • Practice networking • Market yourself at the Job Fair • Build a list of contacts • Learn about options available to you
4. Putting it all together to start the next phase of your life	<ul style="list-style-type: none"> • Creating an action plan • Developing tools for the future • Targeting positions you want • Conducting your job search • Just doing it... 	<ul style="list-style-type: none"> • Nuts and bolts of resumes • Small group resume development/evaluation • Employers' view and 2nd counselor's resume review • Small group discussion of difficult questions and interview practice • Individual consultations • Videotape interview • Job Fair 	<ul style="list-style-type: none"> • Create the life you wish to live • Target/acquire the right skills for specific positions • Do more effective research • Write great cover letters • Create individualized resumes • Interview like a winner